



## ORAL MEDICATION ADMINISTRATION: LIQUIDS DOSING SPOON

### *Administering oral liquid medication to children using a dosing spoon:*

Do not substitute household items, such as household baking spoons, teaspoons, measuring cups, for dosing devices. The parent must supply a dosing spoon with the correct measurement (teaspoons, tablespoons, milliliters, cc's or ounces) identified in the health care provider's instructions. Due to the potential for error, you should never convert a dose from one measurement to another.

**Complete PREPARATION PHASE**

**Complete ADMINISTRATION PHASE**

Prepare:

1. Identify the desired measurement on the dosing spoon. If you wish to mark the correct dose on the dosing spoon with a pen, be sure to mark next to the measurement line not over it.
2. If indicated, shake the medication.
3. (Optional\*) Put on gloves to avoid contact with the liquid.
4. Pour the liquid medication slowly into the dosing spoon and fill to the desired level. Check the medication dose at eye level. Always measure the medication using the lowest point of the curvature, not the edges.
5. If you poured too much medication into the dosing spoon, pour the excess into a disposable cup. The medicine in the disposable cup can be added back into the dosing spoon to reach the correct dose if needed. Any excess medication left in the disposable cup may be returned to the bottle.
6. Wipe off any excess medication that may be on the outside or in the "lip" of the dosing spoon.
7. Check the medication in the spoon at eye level to verify you have the correct dose.



- Compare the child's medication consent form against the medication label for the **Five Rights** before administering the medication to the child.

medication  time  dose  route  child's name

Administer:

1. Put the dosing spoon in the child's mouth and slowly give the medicine. You may want to give the medicine a little bit at a time to help avoid the child spitting out the entire dose.
2. Put a small amount of water in the dosing spoon.
3. Swish the water around to "catch" any left over medicine.
4. Have her drink this liquid as well.
5. If you wore gloves – remove gloves and discard using the appropriate technique.



**Second  
Check**



## Handout 5.5

### □ **Complete DOCUMENTATION PHASE**

Medication related equipment must be kept clean and in working order. This will prevent the spread of germs, prevent giving a wrong dose due to residual medication “build-up” and avoid giving an incorrect dose due to an equipment malfunction. Medication related equipment should be cleaned after the administration of the medication has been documented and the medication has been returned to the safe storage area.

#### **To clean a dosing spoon:**

1. Wash dosing spoon with warm water and a mild dishwashing soap removing all medication residue.
2. Rinse under running water.
3. Allow to air dry or wipe with a lint free towel.

\* Glove use is recommended to protect both you and the child.

You should use gloves when administering medication if:

- the skin on your hands is cut, scabbed or broken
- it would be harmful for the medication to come in contact with your skin
- you feel more comfortable wearing gloves to administer the medication